

<b>CHAPTER:</b>	<b>8 – SAFETY AND SECURITY</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>7 – RIGHT TO KNOW/HAZARD COMMUNICATION</b>	<b>REVISED:</b>

The County complies with the Public Employees Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7, which New Jersey adopted with amendments, on May 3, 2004. This means that the County provides information about the hazardous chemicals in the workplace, the associated hazards, and the methods for controlling these hazards. This information is given to all employees, through work operations in County facilities, who are exposed or may be exposed to hazardous chemicals or conditions under normal working operations or during foreseeable emergency situations. This information is communicated through the following mechanisms:

- (1) A list of hazardous chemicals;
- (2) Material Safety Data Sheets (MSDSs) and Hazardous Substance Fact Sheets (HSFSs) for hazardous chemicals;
- (3) Labeled containers; and
- (4) A training program for employees who work with or have a potential for exposure to hazardous chemicals.

Under this policy, employees will be informed of the contents of this program, the location and availability of health and safety information about hazardous chemicals, the hazardous properties of chemicals with which they work, safe handling procedures for the hazardous chemicals, and measures they should take to protect themselves from the hazardous chemicals. This information is provided during employee training sessions and/or safety meetings. Employees will also be informed of the hazards of non-routine tasks before the work begins.

### **List of Hazardous Chemicals**

The list of the hazardous chemicals is prepared for each facility utilizing the RTK Survey. The list(s) are kept on new products and products that are no longer used. The list is continually updated and is included in training sessions and/or safety meetings. In addition, the list is available for each work area. The County uses the Right-To-Know (RTK) survey as its list.

### **Material Safety Data Sheets (MSDS) and Hazardous Substance Fact Sheets (HSFS)**

MSDSs and HSFSs provide health and safety information on the specific hazardous products or chemicals employees use. In compliance with the PEOSH HCS, the MSDSs are made readily accessible during each work shift to employees when they are in their work area.

As a policy of the County, an MSDS and HSFS hard copy will be provided to the requesting employee as soon as possible but no later than 3 working days of the request if the MSDS or HSFS is not immediately available.

### **Labels and Warning Systems**

Each container of hazardous chemicals should be properly labeled as required by the PEOSH HCS, and updated as necessary if they should become illegible, fall off the container, or are obscured in any manner. Containers not bearing a PEOSH HCS label are not accepted by our facilities.

- ◆ Stationary containers in an area with similar contents and hazards have signs posted on or above them to convey the hazard information.
- ◆ Employees transferring hazardous materials from a labeled container to a portable container intended only for their immediate use during the work shift, do not have to label the portable container. If the portable container is stored beyond the employee's shift, or will be used by other workers, the employee labels the portable container with the PEOSH HCS information from the properly labeled larger container.

### **Hazardous Non-Routine Tasks**

Periodically, our employees are required to perform hazardous non-routine tasks. When employees are required to perform hazardous non-routine tasks, a special training session is conducted to inform them about the hazardous chemicals to which they might be exposed and the proper precautions to take to reduce or avoid exposure. Employees who perform these non-routine tasks should be notified about the training by their supervisor and are required to attend the training prior to carrying out the tasks.

### **Employee Training**

Every employee who works with or has the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies will receive initial and refresher training under the PEOSH HCS on the safe use of those hazardous chemicals. The trainer will meet the definition of a technically qualified person. Whenever a new hazard is introduced into the work area, an additional training session is provided for workers in a scheduled safety meeting prior to beginning work with the new hazardous material.

Refresher training is an abbreviated version of initial training and is conducted every two years.

Training is provided at no cost to the employee and is provided during working hours. The training is appropriate in content and vocabulary to the educational level, literacy and language of the employees.

As a policy of the County, foremen and supervisors receive supplemental training when specialty equipment is purchased and when non-routine hazards arise due to a new operation in order to address employee questions and to daily monitor the provision of safe work practices.

### **Contractor Employees**

Outside contractors are notified in person of any chemical hazards that may be encountered in the normal course of their work on the site, the labeling systems in use, protective measures to be taken, the location and availability of MSDSs, HSFSSs, and other health hazard information, and the safe handling procedures to be used for these materials.

Each outside contractor who brings hazardous chemicals on the site is required to provide the Director of Buildings and Grounds with copies of appropriate MSDSs for the hazardous chemicals, information on any special labels used, and precautionary measures to be taken while working with or around their hazardous chemicals or products.

### **Employee:**

Is mandated by terms of the regulation to attend all training sessions for those workers identified as exposed or having the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies.

Should comply with safety precautions necessary for the same use and handling of chemicals.

Has the opportunity to provide feedback and suggestions through the evaluation process and suggestion boxes.

### **Department Head/designee (HazCom Representative):**

Ensures that the MSDSs on all products containing hazardous chemicals and HSFs on all hazardous chemicals are obtained with copies placed in a binder of each respective work area as well as a Department Head/designee master file.

Seeks approval from the Safety and Insurance Coordination Unit before implementing any new procedures or products.

Ensures that each container of hazardous chemicals in the workplace is properly labeled.

Notifies employees when the training session is scheduled including placing notices on the employee bulletin board.

Ensures special sessions for non-routine hazardous tasks are conducted by prior to employees beginning the task.

**Buildings and Grounds Director/designee**

Oversees worksite of outside contractors.

**Human Resources Director/designees/(Safety and Insurance Coordination):**

Ensures the written program as well as annual reviews and updates are in place.

Makes available the written program to employees upon their request within three days.

Contacts the manufacturer or supplier when additional information is needed about a hazardous chemical or product, if an MSDS is missing, or if an MSDS has not been supplied with the initial shipment.

Approves, when notified, of procedures or products that are planned to be used in this workplace before use to make sure that MSDSs and HSFs are obtained prior to use.

Ensures that each Department Head has procedures in place to ensure all containers of hazardous chemicals in the workplace are properly labeled.

Ensures special sessions for non-routine hazardous tasks are conducted by prior to employees beginning the task.

Maintains documentation of trainings.

Coordinates initial and refresher training. *The **initial training session** includes the following discussion items:*

1. An explanation of the PEOSH Hazard Communication Standard and this written program;
2. Chemical and physical properties of the hazardous materials (e.g., flash point, reactivity) and methods used in this workplace to detect the presence or release of hazardous chemicals (including the chemicals in piping systems);
3. Physical hazards of chemicals such as the potential for fire and explosion;
4. Health hazards (both acute and chronic) associated with exposure to hazardous chemicals, signs and symptoms of exposure, and any medical condition that may be aggravated by exposure to the chemical, using MSDSs and HSFSSs;
5. Methods to protect against exposure to the hazard such as engineering and administrative controls, proper work practices, use of personal protective equipment (PPE), and procedures for emergency response to spills and leaks;
6. Standard operating procedures to assure protection when cleaning hazardous chemical spills and leaks;
7. The location of and responsible person for maintaining MSDSs, HSFSSs, RTK Survey, RTK Hazardous Substance List (HSL), and other hazardous material information;
8. An explanation of the applicable provisions of the Worker and Community Right-To-Know Act;
9. How to read and interpret the information on PEOSH HCS and RTK labels, HSFSSs and MSDSs, and how employees may obtain additional hazard information using the RTK Survey and RTK HSL;
10. A copy of the RTK brochure is handed out during training.

*The **refresher training**, an abbreviated version of the initial training, includes the following discussion items:*

1. An explanation of any changes in the written program, PEOSH HCS, or RTK Act.
2. Changes in products used or work processes that may cause exposure to hazardous chemicals.

3. A review of health hazards, chemical and physical properties of the hazardous chemicals, and control methods of any routinely used hazardous materials and any new hazardous materials to which the employees may be exposed. The MSDSs and HSFSSs will be used to review information on the hazardous chemicals.
4. A review of the facility's health and safety policy and procedure manual.
5. A copy of the RTK brochure is distributed.

Ensures that the initial and refresher training programs for employees are reviewed annually by the trainer who will in turn notify area supervisors of the training needs of their employees.

Ensures that as part of the assessment of the training program, input from employees regarding the training they have received and suggestions for improving the training are obtained through training evaluation forms and/or the employees' suggestion-box.